



**UNITED STATES PROBATION OFFICE
SOUTHERN DISTRICT OF TEXAS**

PROBATION OFFICER APPLICATION PACKET

Thank you for your interest in being a United States Probation Officer in the Southern District of Texas. To ensure your Probation Officer Application Packet is complete, please use the checklist below to verify that you have provided all of the required documents.

*You **MUST** submit the following information to be considered for a Probation Officer position:*

- ☐ Cover Letter
- ☐ Completed and Signed Application (AO78)
- ☐ Current Resume
- ☐ College Transcripts (if not immediately available, within 30 days of application date)
- ☐ Completed Education/Experience/Skills Summary Sheet

Missing or incomplete information could prevent your application from being considered further.

For priority consideration, all documents must be submitted by:

April 16, 2010

Your Probation Officer Application Packet must be emailed (preferably in one PDF attachment) to:

employment@txs.uscourts.gov

If you cannot email your packet or have questions concerning submission of your packet, please call:

713-250-5508

#10-37
March 18, 2010



UNITED STATES PROBATION OFFICE
Southern District of Texas

Position Title: U.S. Probation Officer

Location: McAllen, Texas

Closing Date: Open Until Filled. Preference will be given to applications received by April 16, 2010.

Compensation: See Qualifications

POSITION OVERVIEW

Investigative Duties: The incumbent conducts investigations and prepares reports for the court with recommendations for sentencing of individuals convicted of federal offenses. The preparation of these reports requires interviewing offenders and their families, investigating the offense, prior record and financial status of the offender, and contacting law enforcement agencies, attorneys, victims of the crimes, schools, churches and civic organizations. An integral part of this process is the interpretation and application of the U.S. Sentencing Commission guidelines and relevant case law. The incumbent testifies in court as to guideline applications and serves as a resource to the court to facilitate proper imposition of sentence.

Supervision Duties: The incumbent supervises released offenders to maximize adherence to imposed conditions, reduce risk to the community and to provide correctional treatment. This is accomplished through personal contact with offenders in office and community settings. Offenders' employment, sources of income, life style and associates are investigated to assess risk and measure compliance. Written reports of detected violations are prepared with appropriate court testimony and disposition recommendations.

QUALIFICATIONS

- Requires bachelor's degree from an accredited college or university in a field of academic study such as criminal justice, criminology, psychology, sociology, human relations, business, public administration or other discipline which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the work of the position of probation officer.
- Ability to communicate well orally and in writing.
- Ability to organize, oversee, and complete multiple projects simultaneously, with limited supervision. Ability to maintain confidences, exercise mature judgment, and work harmoniously with others. Dependable, with a commitment to regular attendance. Knowledge of court operations.
- Bilingual (Spanish/English) skills and working knowledge of computer software such as WordPerfect and Windows are also preferred.

Pay Grade	CL 25	CL 27
Salary Range*	\$39,522 - \$63,290	\$45,928 - \$74,628
Experience Required	Preference given to candidates with no prior law enforcement experience who have obtained certain academic achievements. ¹	2 years specialized experience or completion of a master's degree in a field closely related to the position, or Juris Doctor (JD) degree. Preference given to candidates with prior federal probation experience.
Promotional Potential	Yes, to CL 27 with satisfactory performance	Yes, to CL 28 with satisfactory performance
*Salary commensurate with qualifications.		

- Specialized experience is progressively responsible experience gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment.
- Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable.

PHYSICAL REQUIREMENTS AND MAXIMUM ENTRY AGE

- The duties of probation officers require the investigation and management of convicted criminal offenders who present physical danger to officers and to the public. In the supervision, treatment, and control of these offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary to operate a firearm, and use of self-defense tactics. On a daily basis, these officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are convicted of committing Federal offenses.
- Because officers must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable. Officers must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required. In most instances, the amputation of an arm, hand, leg or foot will not disqualify an applicant from appointment, however, severe health problems or physical defects that constitute employment hazards to the applicant or others, may disqualify an applicant.
- First time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants 37 or over who have previous law enforcement experience under the Civil Service Retirement System or the Federal

¹ An overall "B" GPA (2.90+ out of a possible 4.0); standing in the upper 1/3 of class; 3.5+ GPA in the major field of study; membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies; or completion of one academic year (30 semester or 45 quarter hours) of graduate work in a field of study closely related to the position.

Employees' Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement officer experience subtracted from their age to determine whether they meet the maximum age requirement.

BACKGROUND INVESTIGATION, DRUG SCREENING AND MEDICAL STANDARDS

First time appointees to the position of a U.S. Probation Officer must undergo an extensive OPM background investigation and drug screening. In addition, officers are subject to updated background investigations every five years and will be subject to random drug screening. If a provisional hire is authorized, applicants are also subject to a local background investigation and continued employment will be contingent on successful completion of the OPM investigation.

Prior to appointment, final selectees undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, selectees may be appointed provisionally, pending a favorable determination by the court.

BENEFITS

Benefits include participation in the retirement system, health and life insurance programs, holiday and leave accrual, and periodic salary increases. The Court is not authorized to reimburse candidates for travel or moving expenses. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.

APPLICATION PROCESS

To be considered for this position, submit a completed **Probation Officer Application Packet** (cover letter, employment application (AO78), resume, college transcripts and summary sheet) preferably in one PDF document via email to employment@txs.uscourts.gov. If you have difficulty emailing your Application Packet or cannot retrieve the documents from our website, please call 713-250-5508. Applicants selected for testing and interviews must travel at their own expense.

Current U.S. Probation and Pretrial Services Officers should submit a letter of interest, recent resume and two copies of their last performance evaluations to the email address indicated above, with a copy to the agency head, (i.e., CUSPO). The letter of interest should include the desired location. If more than one location is desired, please rank desired locations in order of preference.

The Court reserves the right to withdraw the announcement without prior notice. Applications submitted for this position may be considered for similar positions which may occur within one year from date position is filled.

THE COURT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Probation Officer Application

FEDERAL JUDICIAL BRANCH

APPLICATION FOR EMPLOYMENT

If you need additional space, continue under "Remarks" listing item number

Indicate the location(s) for which you are applying in order of preference (1 being most preferred)

_____ Brownsville

_____ Corpus Christi

_____ Houston

_____ Laredo

_____ McAllen

1. Name (Last, First, Middle Initial)	2. Phone Number
3. Present Address (Street, City, State, Zip)	
4. Email Address	
5. Other Names Previously Used for Employment Purposes	6. Date of Birth (complete only for law enforcement positions)

GENERAL

7. Are you a U.S. Citizen?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, give the Country of your citizenship
8. a. Were you ever a federal civilian employee?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, give highest civilian grade: _____ / _____ / _____ Pay Plan Grade Step
b. Are you receiving a federal civilian annuity payment?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
c. Are you receiving federal severance pay?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, give former agency contact/telephone: _____
d. Have you received a federal separation incentive payment in the past 5 years?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, state mo/yr received and former agency contact/telephone: _____
9. Do you have any relatives who are Judges, Officers or employees of the United States Courts?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, give their names, positions, and relationships to you. _____
10. Have you ever served on active duty with the military?	<input type="checkbox"/> YES <input type="checkbox"/> NO	(If selected, you will need to provide your DD-214 (copy 4), Certificate of Release or Discharge from Active Duty, so that your service may be verified and credited)

BACKGROUND INFORMATION

For questions 11, 12, and 13, your answers should include convictions resulting from a plea of nolo contendere (no contest), but omit (1) traffic fines of \$300 or less, (2) any violation of law committed before your 16th birthday, (3) any violation of law committed before your 18th birthday if finally decided in juvenile court or under a Youth Offender law, (4) any conviction set aside under the Federal Youth Corrections Act or similar state law, and (5) any conviction for which the record was expunged under Federal or state law.

11. During the last 10 years, have you been convicted, imprisoned, on probation, or on parole? (Include felonies, firearms or explosives violations, misdemeanors, and all other offenses)	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, provide in Section 19 the date, explanation of violation, place of occurrence, and name/address of police dept or court.
12. Have you been convicted by a military court-martial in the past 10 years?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, provide in Section 19 the date, explanation of violation, place of occurrence, and name/address of military authority or court.
13. Are you now under charges for any violation of law?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, provide in Section 19 the date, explanation of violation, place of occurrence, and name/address of police dept or court.
14. During the last 10 years, have you been fired from any job for any reason, did you quit after being told that you would be fired, did you leave any job by mutual agreement because of specific problems, or were you debarred from Federal employment by the Office of Personnel Management or any other Federal agency?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, provide in Section 19 the date, explanation of problem, reason for leaving, and employer's name/address.
15. Are you delinquent on any Federal debt? (Include delinquencies arising from Federal taxes, loans, overpayment of benefits, and other debts to the U.S. Government, plus defaults of Federally guaranteed or insured loans (e.g., student loan, home mortgage loan)).	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, provide in Section 19 the type, length, and amount of delinquency/default, and steps being taken to correct the error/repay the debt.

EDUCATION

16. a. Do you have a high school diploma or G.E.D. equivalent?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, Date of Completion
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b. Name and location of colleges or universities attended (<i>including law schools</i>)	Dates Attended	Credit Hours		Degree	Date Received	Grade Point Average and/or scholastic standing
		Quarter	Semester			

16. c. Other schools or training attended (*list name/location of school, dates attended, subject studied, certificates received, and other pertinent data*):

JOB RELATED SKILLS, AWARDS, SPECIAL ACCOMPLISHMENTS

17. List any skills (e.g., language, computer, keyboarding speed), honors, awards, or special accomplishments (e.g., memberships in professional/honor societies, leadership activities, performance awards) that you believe are relevant to your ability to perform the job:

APPLICANTS FOR LEGAL POSITIONS

18. a. Are you admitted to the Bar? ☐ YES ☐ NO If yes, list the Bar(s) to which admitted and date(s) of admission. If no, skip to 18b. _____
- Is your Bar membership ☐ ACTIVE ☐ INACTIVE _____
- b. What was your scholastic standing in law school? ☐ UPPER ½ ☐ UPPER ⅓ ☐ UPPER ¼ _____
- c. Were you a member of an editorial board of law review or a moot court participant? ☐ YES ☐ No

19. REMARKS (*Use this space for continuation of answers. List the item number being explained.*)

WORK EXPERIENCE

(Start with your present position and work back 10 years. Include any military service. Use additional page if necessary.)

A

Dates of Employment (mm/dd/yyyy) From: _____ To: _____		Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Pay Plan/Grade (If in federal Service)	Place of Employment City _____ State _____
Name and Address of Employer (firm, organization, etc.) Business Telephone: (Area Code and Phone Number)			Name and Title of Immediate Supervisor
Reason for Leaving			
Description of Work			

B

Dates of Employment (mm/dd/yyyy) From: _____ To: _____		Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Pay Plan/Grade (If in federal Service)	Place of Employment City _____ State _____
Name and Address of Employer (firm, organization, etc.) Business Telephone: (Area Code and Phone Number)			Name and Title of Immediate Supervisor
Reason for Leaving			
Description of Work			

C

Dates of Employment (<i>mm/dd/yyyy</i>) From: _____ To: _____		Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Pay Plan/Grade (<i>If in federal Service</i>)	Place of Employment City _____ State _____
Name and Address of Employer (<i>firm, organization, etc.</i>) Business Telephone: (<i>Area Code and Phone Number</i>)			Name and Title of Immediate Supervisor
Reason for Leaving			
Description of Work			

D

Dates of Employment (<i>mm/dd/yyyy</i>) From: _____ To: _____		Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Pay Plan/Grade (<i>If in federal Service</i>)	Place of Employment City _____ State _____
Name and Address of Employer (<i>firm, organization, etc.</i>) Business Telephone: (<i>Area Code and Phone Number</i>)			Name and Title of Immediate Supervisor
Reason for Leaving			
Description of Work			

APPLICANT CERTIFICATION

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me, or firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

SIGNATURE _____

DATE SIGNED _____



Probation Officer Candidate Education/Experience/Skills Summary

Indicate the location(s) _____ Brownsville
for which you are _____ Corpus Christi
applying in order of _____ Houston
preference (1 being your _____ Laredo
top preference): _____ McAllen

Indicate the pay grade _____ ☐ CL-25
for which you believe _____
you qualify*: _____ ☐ CL-27

Name:		Date of Birth:	
Address:			
Education	University Name, Major, GPA (please provide transcripts)		
Bachelors			
Masters			
JD/PhD			
Membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Summary of Special Experience/Skills			
Investigative: (Skills associated with investigating others for purposes of generating a report to an authority such as pre-sentence reports or other similar significant social history investigations).			
Counseling: Experience in managing a caseload of clients (in the community), aimed at guiding or changing behavior (probation, parole, social work, etc).			
Computer/Keyboard Skills: Working knowledge and use (hardware/equipment and software programs). Ability to produce own documents.			
Languages: Writing & Speaking Fluency:			
Total years experience in the field of welfare of others/community corrections:			
Current Employer:			

*Indicating the pay grade for which you believe you qualify does not guarantee that you will receive that pay grade if offered employment.